

CONTENT AREA
HRIS Employee Self-Service (ESS)

ISSUE

Employee Self-Service (ESS) has been set-up with the new benefit plans and is available for new employee use. Newly hired State of Arizona employees can use ESS to independently enroll in benefit plans via the internet. The ESS will guide new employees through enrollment in: health, dental and vision insurance, supplemental and dependent life insurance, short-term disability and flexible spending accounts.

A guide to assist employees in using the ESS is attached and can be obtained at <http://www.benefitoptions.az.gov/newmember.htm> .

Also attached are instructions on obtaining a UHC PCP ID for entry into ESS.

These special instructions were developed as the UHC PCP ID on the UHC website must be properly truncated for entry into ESS.

Please familiarize yourself with these instructions and include them as part of your new hire enrollment packet.

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